

Ohio College Health Association

An Affiliate of the American College Health Association

Bylaws

ARTICLE I

NAME

This organization shall be known as the Ohio College Health Association (OCHA) and shall be an affiliate of the American College Health Association (ACHA). The American College Health Association will be the principal advocate and leadership organization for college and university health. The American College Health Association will provide advocacy, education, communications, products and services, as well as promote research and cultural competent practices to enhance its members' ability to advance the health of all students and the campus community.

ARTICLE II

PURPOSE and GOALS

The purpose and goals of Ohio College Health Association as an affiliate of the American College Health Association are as follows:

- To serve the as the infrastructure for making local/regional connections among multidisciplinary college health professionals with campus wide constituents, including students, whose work affects the health and wellbeing of the campus community.
- To provide a local/regional organizational structure for professional development and continuing education. Networking, advocacy, collaboration and dissemination of knowledge and standards are based on the core values and strategic initiatives of ACHA.
- To enhance channels of communication among members both locally and nationally.
- To support member recruitment and retention.
- To develop members for leadership roles.
- To be the recognized local organizational structure of ACHA.

ARTICLE III

MEMBERSHIP

Membership shall be open to all individual members of the American College Health Association. Institutional members of the ACHA shall designate one individual to be its Representative of the Member Institution (RMI). The RMI shall become an individual member of the OCHA. The RMI is accorded all rights and responsibilities of the individual membership in the Association.

Section I Individual

There shall be four categories of membership: 1) individual 2) associate 3) student 4) emeritus

Individual membership shall be open to any ACHA member providing health services to students of an institution of higher education or on the staff of an institution of higher education. An individual member shall be eligible to vote and hold office in the Ohio College Health Association.

Associate membership shall be open to anyone who is not eligible for individual membership of the American College Health Association. ACHA associate members may attend and participate in affiliate meetings. They may not vote or hold office. These individuals may not be members of Association, affiliate, or section standing or ad hoc committees.

Student membership is open to individuals who are students at an ACHA member institution and are not employed as a professional employee of the health service (See ACHA by-laws for a complete description of student membership).

Emeritus membership is open to any individual member in good standing at the time of retirement, providing the member has held such individual membership status for at least five years immediately preceding retirement. Retirement shall mean that an individual member has withdrawn from active working life and is thus no longer employed to a significant degree as determined by the Board of Directors, in college health or elsewhere. Emeritus members have all the privileges of a regular individual member.

ARTICLE IV

DUES

Annual dues for the various categories of membership shall be approved by the ACHA Board of Directors. Dues are in a fiscal year January 1 to December 31. The Ohio College Health Association receives membership dues from the American College Health Association on a per member basis.

ARTICLE V

OFFICERS

The officers of the Ohio College Health Association shall be the President, the Immediate Past President, the President-Elect, the Vice President, the Secretary, the Treasurer and four (4) Member at Large Representatives and shall be known as the Executive Board. Upon completion of their respective terms of office the President-Elect shall advance to the position of President, and the Vice President shall advance to the position of President-elect, without vote. The Vice President, Secretary and Member at Large positions are elected by mail ballot sent to individual members prior to the Annual Meeting. The Treasurer is appointed by, and serves at the discretion of the Executive Board.

ELECTION OF OFFICERS

All regular individual members in good standing shall be eligible to hold office in the Ohio College Health Association. The nominating committee shall prepare and publish a slate of nominations for office prior to the balloting. These (election) procedures shall respect the principle of the secret ballot, shall assure that write-in votes are permitted, and shall assure that the voting process does not have the effect of disenfranchising eligible voting members of the Association. Ballots shall be mailed to all regular members prior to the Annual Meeting or May 1st of each year. The candidates receiving the most votes will be elected to serve. Election results shall be announced at the Annual Meeting or May 1st, whichever comes first. The terms of office of the newly elected Board members shall commence immediately following the annual meeting or May 1st of each year, whichever comes first. Vacancies in office which occur between Annual Meetings shall be filled as follows:

President- the president-elect shall assume the office of president for the remainder of the term and shall continue as president during the succeeding year.

President elect, vice president, secretary or treasurer shall be filled by action of the executive board, until the next annual meeting

Immediate Past President- shall be filled by the most recent past president available.

In the event of a vacancy in the position of Member at Large Representative, the President shall appoint a person to fill the remainder of the term.

ARTICLE VI

DUTIES OF OFFICERS

The Executive board is the chief operating body of the Ohio College Health Association and is authorized to conduct Association business on behalf of the membership. The Executive Board shall meet during the Annual Meeting, as necessary throughout the year to carry on the business of the association, at the discretion of the President or within one month upon request of two-thirds of the Executive board. The Executive Board shall be responsible for the annual financial audit of the association or other such audits deemed advisable. A quorum of the executive board shall consist of a majority of the voting members of the board.

The duties of the executive board shall consist of and not limited to:

President – The president's duties shall be those commonly performed by such an office, further, he/she shall:

- Serve as chairperson of the Executive Board
- Preside at the Annual Meeting
- May appoint chairs and members of ad hoc committees from the membership as necessary to carry out the work of the OCHA
- Submit annually a report of OCHA activities through the Region III Representative to the ACHA Board of Directors
- Serve on the executive board as Past President for one year after his/her term as long as he/she remains a member in good standing
- Holds a one year term

Immediate Past President – The Immediate Past President shall:

- Serve as co-chair of the Bylaws Committee and co-chair of the Nominating Committee
- Serve as Parliamentarian

President-Elect – The president-elect shall:

- Appoint and chair the Program Planning Committee
- Succeed the outgoing President without further vote
- Function as the President in his/her temporary absence
- Holds a one year term

Vice President – The Vice President shall:

- Succeed the outgoing President-Elect without further vote
- Serve as Co-chair of the Program Planning Committee
- Holds a one year term

Secretary – The secretary shall:

- Record the minutes of all meetings of the association
- Preserve all documents and transactions of the association
- Maintain By-Laws of the Association (current and all prior copies)
- Turn over all properties held in position to newly elected secretary no later than 30 days after the Annual Meeting
- Holds a one year term

Treasurer – The treasurer shall:

- Receive and have charge of all funds of the Association
- Deposit such funds in a bank or other depository designated by the Executive board
- Provide for the disbursement of funds as the Executive board may order
- Deliver an annual finance report to the Executive Board and Membership at the Annual Meeting
- Submit all books of account for audit as specified by the board
- Deliver to the newly appointed treasurer no later than 30 days after leaving office all money, vouchers, books and papers of the association held in custody with a supplemental report covering all transactions since the last audit of the books
- Receive annual compensation by honorarium determined by the board.

Member-at-Large- (4) The Member at Large shall serve as a Section Chair as appointed by the President. The Member at Large shall attend all board meetings with voice and vote.

Section Chairs shall consist of:

- Web Master- Responsible for maintenance of OCHA Website and newsletter
 - Nominating- Appoint and chair the nominating committee
 - By Laws/Mini-Grant Officer- Appoint and chair the by-laws committee (See article XI) and oversees OCHA mini-grant awards
 - Clinical/Administrative-Serves as liaison to the board and provide member input and assists as needed.
- Holds a two year term. Two (2) Members-at-Large will be elected on alternating terms.

Regional representatives and chairs of ad hoc committees shall serve on the OCHA Executive Board of Directors with voice but no vote.

ARTICLE VII

AFFILIATES AND REGIONAL REPRESENTATIVES

The Ohio College Health Associations is a voluntary, non-profit affiliate in Region III of the American College Health Association. No member of the ACHA shall be denied membership in a regional affiliate.

The regions shall consist of:

Region I – Southern and Southwest College Health Associations

Region II - Rocky Mountain, Central, and North Central College Health Associations

Region III – Mid-America and Ohio College Health Associations

Region IV – Mid-Atlantic College Health Association

Region V – New England and New York State College Health Associations

Region VI – Pacific Coast College Health Association

Regional Representatives -The primary function of the Regional Representative is as detailed in the ACHA Bylaws.

Election of Regional Representatives

As detailed in the ACHA Bylaws-Article X section 5

ARTICLE VIII MEETINGS

The Executive Board shall meet as necessary throughout the year to carry on the business of the Ohio College Health Association, at the discretion of the President or within one month upon request of two-thirds of the Executive Board. There shall be an annual meeting of the OHCA at a time and place designated by the board of directors. A quorum shall be constituted by those members present and eligible to vote.

ARTICLE IX DISCIPLINARY ACTION

The Executive Board may take disciplinary action, including suspension or expulsion, against any member for misconduct or other activity that is detrimental to the objectives and purposes of the Association after written communication to the member and after allowing thirty days for a response.

ARTICLE X RULES OF ORDER

The rules contained in the current edition of Roberts Rules of Order (Newly Revised) shall govern the Association in all cases to which they are applicable.

ARTICLE XI AMENDMENTS/REVISIONS

The Bylaws Committee functions to review and present amendments to the bylaws of the Ohio College Health Association. The membership shall have the authority to amend the bylaws at any annual or special meeting. The members of OCHA will be notified 30 days in advance of any amendments to the bylaws. Two thirds affirmative vote of the members present and voting shall be necessary for adoption.

ARTICLE XII ASSIGNMENT OF ASSETS UPON DISSOLUTION

Upon dissolution of this organization, all assets remaining after payment of debts or provisions therefore shall be as per the articles of incorporation.

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